



Managerial Selection Process

EXECUTIVE SELECTION SERVICES

The State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

CLASSIFICATION: SUPERVISING ENVIRONMENTAL PLANNER
POSITION TITLE: OFFICE CHIEF
DIVISION: ENVIRONMENTAL ANALYSIS
LOCATION: HEADQUARTERS – SACRAMENTO
SALARY: \$7,897 - \$8,966
FINAL FILING DATE: May 6, 2019

RESPONSIBILITIES

Under the general direction of the Assistant Division Chief of Environmental Analysis, the incumbent supervises professional staff that administer the National Environmental Policy Act (NEPA) Assignment program; formulate environmental policies, goals, and objectives; develops programs to support Caltrans' implementation of federal and state environmental laws and regulations; develops guidance to assure implementation of these environmental goals; assists in the development of Headquarters and District organizational plans; assists with environmental training and research needs; maintains the DEA websites, statewide environmental data management, and GIS based tools; provides environmental consulting services and project assistance to the districts; reviews environmental documents for compliance with legal and regulatory requirements; develops budget proposals for personnel and other expenditures needed to fulfill Caltrans' environmental responsibilities; monitors and manages contracts, task delivery, resource allocations, and expenditures; assists in the administration of the division through the management of Office resources; and works with federal, state, and local stakeholders explaining and advancing the goals of the Department.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with Caltrans and meet the following qualifications by the final file date in order to participate in this examination.

Either I

One year of experience in the California state service performing the more difficult and complex work on special environmental projects or research studies as an in-house consultant; or managing an interdisciplinary team preparing environmental studies and preparing environmental documents in a class at a level equivalent to that of Senior Environmental Planner.

Or II

Experience: Five years of experience in conducting comprehensive environmental studies of statewide significance and preparing environmental documents, at least one year of which must have been equivalent in level to work performed by a Senior Environmental Planner in the California state service. **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

STATEMENT OF QUALIFICATIONS

A Statement of Qualifications (SOQ) is required and must be submitted along with your State application. The SOQ is a discussion of how an applicant's education and experience meet the evaluation criteria below and qualify them for the position. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing. You must include specific examples addressing each of the evaluation criteria listed below. Resumes, letters, and other materials **will not** be considered as your response to the SOQ.

1. Demonstrated thorough working knowledge of Caltrans' major activity areas and organizational relationships, policies, financial constraints, and specific knowledge of environmental and project development process and all related laws and regulations; in particular, those that relate to the National Environmental Policy Act (NEPA).
2. Demonstrated ability to supervise, motivate and lead a multi-disciplinary professional staff.
3. Demonstrated ability to participate in public forums, represent Caltrans in high level meetings with internal and external management, local transportation agency staff, regulatory agency personnel, CalSTA management and staff, as well as legislative representatives.
4. Demonstrated ability to communicate effectively both orally and in writing for informative purposes, and in negotiation with tact and persuasion.
5. Demonstrated ability to manage consultants, contracts, resources, and budgets.

SOQ Instructions:

- Must not exceed two (2) pages in length.
- Must be written in no less than 12 point font.
- Each evaluation criteria must be addressed separately and in order.

EXAMINATION INFORMATION

This process provides for examination and job-selection specific to each position and consistent with the knowledge, skills, and abilities of the classification. All applicants must meet the minimum requirement for this examination by the final filing date.

During the first phase of the examination process, an evaluation of the Statement of Qualifications may be conducted. Applicants who achieve a passing score of 70% or higher during this phase will be invited to the interview portion of the examination process. The interview portion of the examination will establish an eligible list including the ranking of each candidate.

This examination will not establish a civil service list; therefore, candidates will not have the ability to transfer their eligibility to other departments. Candidates will be notified in writing of their examination results.

Click on the link below to review the California State Personnel Board class specification which contains the requirements for admittance to the examination:

<http://www.calhr.ca.gov/state-hr-professionals/pages/4640.aspx>

FILING INSTRUCTIONS

1. Complete a signed State application (STD. 678) and identify **MSP Number: 19MSP14**
2. Complete the Statement of Qualifications (SOQ)
3. Submit the State application and SOQ to:

**Department of Transportation
ATTN: Brittany Parra (19MSP14)
1727 30th Street, MS-86
Sacramento, CA 95816**

The State application must be received or postmarked by the final file date of **May 6, 2019**. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. Interagency mail received after this date will NOT be accepted.

Questions regarding this examination process should be directed to Brittany Parra at (916) 227-7855.

*Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall be eligible to apply for promotional civil service examinations, for which he/she meets the minimum qualifications as prescribed by the class specification. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).***

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Executive Selection Services, 1727 30th Street, MS-86, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.